

To: R8 Documentation Unit Leader[R08_Documentation_Unit_Leader@epa.gov]
Cc: Williams, Laura[williams.laura@epa.gov]; Calanog, Steve[Calanog.Steve@epa.gov]; Broussard, Rebecca[Broussard.Rebecca@epa.gov]
From: Ruhl, Christopher
Sent: Mon 8/17/2015 2:20:57 PM
Subject: Re: Gold King Mine email & text messages

Dave-

Thanks for your email. As always, we must retain records in accordance with Agency requirements. We are in the process of identifying a DUL. In the meantime, Rebecca is going to reach out to the Region's to ensure that there are documentation retention polices in place for the response.

From: R8 Documentation Unit Leader
Sent: Monday, August 17, 2015 8:27 AM
To: Myers, Craig; Ruhl, Christopher; Rothery, Deirdre; Hestmark, Martin; Williams, Laura; Ostrander, David
Cc: MacLeish, Phoebe; Sisk, Richard; Piggott, Amelia; Duran, Matt
Subject: Gold King Mine email & text messages

For your consideration:

Although I am not the official Gold King Mine Documentation Leader, I probably get to help sort out the consequences of less than consistent Gold King Mine release response documentation sooner rather than later.

From my perspective, it would be very helpful going forward if you would cc: the R8 Documentation Unit Leader (Outlook email address) on all Gold King Mine related email communications. This would be an interim half step towards effectively using IMT role based mail boxes for email retention. If you can get access to an IMT mailbox to use it as an the email author for your incident related email, AND you make sure the "sent" message gets to the "Sent Items" folder for the IMT mail box, you can avoid cluttering your personal email box with incident related email. Contact contractors Chris Freed in Durango or Michelle Nibbe in Denver for support with using IMT role based email boxes. Craig Myers & Chris Ruhl, please feel free to countermand, revise or mandate any of this as you see fit. Dee, if Docs is in the Planning Section, this issue is likely worth putting on your radar.

I know its kind of a PITA, but for those of you with "smart" phones, you can send text messages to the R8 Documentation Unit Leader mailbox <R08_Documentation_Unit_Leader@epa.gov> (or other IMT role based mail boxes) as well. This is not EPA's official policy for retaining records sent by SMS, but is the only way I know other than manual transcription to get text messages from personal cell phones into EPA's custody. For those of you with EPA mobile devices, here is the official "[How to Save Text Messages](#)" quick reference (PDF)

Thanks for your consideration

Dave Christenson,

Region 8